

**Information Senate Coordinating Council Agenda**  
**December 6, 2023, 3 pm**  
**Old Main 102 – President’s Conference Room**

**Members:** Ann Fredrickson, Secretary; Mark Genkinger – HR; Kay Hopkins, Fred Hudson, Kristi Steinmann – Staff Senate; Anastassiya Andrianova, Warren Christensen, Jeremy Jackson – Faculty Senate; Austin Anderson, Zoe McKinven, Sean Rotich – Student Government

**Meeting Minutes:** Review the minutes from August 30, 2023. No meeting was held in September, October or November as there were no new policies to discuss.

**Introduction of Guests:** Mary Larson and Lisa Samuelson

**Policies to be Discussed:**

**Carryover:** (updates from last meeting in red)

1.	<b>103</b>	Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings – Alan Denton – V1 05/12/2023. Approved by Responsible Office 5/25/2023. Approved by legal 8/16/2023. Faculty Senate input for new business. Staff Senate input for new business. Student Government consent agenda. <b>Student Government approved V1 on 9/10/2023. Send back to policy requester on 10/4/2023 with suggestions for change from State Senate.</b>
2.	<b>128</b>	Timeslip Payroll and Electronic Timekeeping/Temporary Staff (New name proposed: Timekeeping for Hourly Employees) – Mark Genkinger – V1 03/27/2023. Approved by Responsible Office 3/27/2023. Approved by Legal 8/16/2023. Noted a few minor discrepancies in the policy change cover sheet. Mark will make the corrections. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. <b>Staff Senate approved 9/6/2023. Student Government approved 9/10/2023. Faculty Senate approved 9/11/2023. Sent to Provost 9/27/2023. Provost approved 10/24/2023. Sent to President 10/24/2023. President approved 10/24/2023. Policy manual updated 10/24/2023.</b>
3.	<b>129</b>	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved on 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022. Received V3 1/3/2023. Approved by Responsible Office on 1/3/2023. Sent to Legal 1/3/2023. Sent back to Mark Genkinger/Heather Higgins-Dochtermann on 1/5/2023 with suggestions for change from legal. Received V4 1/5/2023. Responsible Office approved on 1/5/2023. Legal approved on 1/5/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government consent agenda. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Sent to Provost 4/24/2023. <b>Provost approved 9/9/2023. Sent to President 9/12/2023. Approved by President 9/13/2023. Policy manual updated 9/14/2023.</b>
4.	<b>130</b>	Annual Leave – Mark Genkinger – V1 03/27/2023. Approved by Responsible Office 3/27/2023. Sent to Legal 3/28/2023. On 5/12/2023 the policy requester requested V1 be sent back so an additional update could be added. Received V2 on 5/15/2023. V2 approved by Responsible Office on 5/18/2023. Sent to legal 5/18/2023. On 8/17/2023 legal sent back to policy requester with suggested edits. Received V3 on 8/17/2023. Approved by Responsible Office 8/18/2023. Sent to Legal 8/18/2023. Approved by legal 8/18/2023. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. <b>Staff Senate approved 9/6/2023. Student Government approved 9/10/2023. Faculty Senate approved 9/11/2023. Sent to Provost 9/27/2023. Provost approved 10/24/2023. Sent to President 10/24/2023. President approved 10/24/2023. Policy manual updated 10/24/2023.</b>
5.	<b>152.2</b>	Memberships in Professional Service Organizations – Gary Secor – V1 03/16/2023. Approved by Responsible Office 3/23/2023. Approved by Legal 08/16/2023. (Legal suggested Accounting office weigh

		in on this policy. Will get feedback from SCC.) It was agreed by SCC to get input from accounting and also to define the meaning of 'discretionary' funding. It was also noted that "staff" should be checked on the Cover Sheet under who the policy applies to. SCC Secretary will send to Lisa Ripplinger, Controller, for input. Once policy is received back, Faculty Senate consent agenda. Staff Senate input for new business. Student Government consent agenda. <b>Staff Senate approved conditionally with edits on 9/6/2023. Lisa Ripplinger sent back to policy requester (Gary Secor) on 10/9/2023 with suggestions for change. Received V2 10/11/2023. Sent to Responsible Office 10/11/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023.</b>
6.	<b>153</b>	Smoke Free Facilities – Emily Hegg – V1 09/26/2022. Approved by Responsible Office 10/12/2022. Approved by Legal 12/19/2022. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. Staff Senate requested clarification on impact on employees living in NDSU owned houses (research extension centers) on 2/1/2023. Student Government approved V1 on 1/29/2023. Faculty Senate approved V1 on 2/13/2023. Waiting to hear back from Emily Hegg on clarification requested by staff senate – as of 2/24/2023 still inquiring additional information/feedback from members of NDSU Extension. 4/10/2023 – Emily Hegg has edits almost complete and will send to SCC Secretary for resubmission. Received V2 on 5/9/2023. Responsible Office approved 5/11/2023. Sent to Legal 5/12/2023. Approved by Legal on 8/16/2023. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. <b>Student government approved V2 on 9/17/2023. Sent back to policy requester on 10/4/2023 with suggestions for change from Staff Senate. Received V3 10/11/2023. Sent to Responsible Office 10/11/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023.</b>
7.	<b>156</b>	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 01/26/23. Approved by Responsible Office 1/27/2023. Approved by Legal 3/8/2023 and 3/22/2023. Faculty Senate consent agenda. Student Government input for new business. Student government approved 4/2/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Faculty Senate approved 4/17/2023. Sent to Provost 4/24/2023. <b>Approved by Provost 9/9/2023. Sent to President 9/12/2023. Approved by President 9/13/2023. Policy manual updated 9/14/2023.</b>
8.	<b>164</b>	Emergency Procedures: Canan Bilen-Green on behalf of Faculty Affairs – V1 01/03/2023. Approved by Responsible Office 1/4/2023. Legal approved with edits on 1/5/2023. Received V2 01/05/2023. Approved by Responsible Office 1/6/2023. Approved by Legal 1/6/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff Senate approved 2/1/2023. Student Government approved 1/29/2023. Faculty Senate postponed until 3/20/2023 meeting. Faculty Senate – unfinished business after 3/20/2023 meeting. Alex will attend the next FS meeting to give student perspective on this policy revision request. Faculty Senate approved on 4/17/2023 with revisions. Sent back to responsible office on 4/21/2023. Received V3 on 4/23/2023. Responsible Office approved 4/24/2023. Sent to legal 4/24/2023. Approved by Legal on 08/16/2023. Staff Senate consent agenda. Student Government input for new business. <b>Staff Senate approved 9/6/2023. Student government approved 9/17/2023. Sent to Provost 9/19/2023. Provost approved 10/24/2023. Sent to President 10/24/2023. President approved 10/24/2023. Policy manual updated 10/24/2023.</b>
9.	<b>3XX</b>	*New policy request. General Education Courses – Holly Hassel   General Education Committee - V1 2/2/2023. Sent to Responsible Office 2/3/2023. Sent back to requester on 2/24/2023 with edits from Responsible Office. Received V2 on 3/12/2023. Approved by Responsible Office 3/22/2023. Approved by Legal 8/16/2023. Faculty Senate input for new business. Staff Senate and Student Government are putting this policy on hold for now, and if it passes at Faculty Senate, it will be put on the consent agendas. <b>The newly formed Gen Ed Committee pulled this policy back to make further updates. Will resubmit when policy is ready to move forward and will start over in the SCC process – 11/8/2023.</b>
10.	<b>304</b>	ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS - PROCEDURES FOR FILLING – Alan Denton – V1 05/12/2023. Approved by Responsible Office 6/21/2023. Sent to Legal 6/22/2023. Legal sent back with revisions on 8/16/2023. Received V2 08/17/2023. Approved by Responsible Office 8/17/2023. Approved by Legal 8/17/2023. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. <b>Staff Senate approved 9/6/2023. Student Government approved 9/10/2023. Faculty Senate approved 9/11/2023. Sent to Provost 9/27/2023. Provost approved</b>

		10/24/2023. Sent to President 10/24/2023. President approved 10/24/2023. Policy manual updated 10/24/2023.
11.	<b>322</b>	*New policy request. Equitable Workload – Erin Gillam/Canan Bilen-Green – V2 6/9/2023. Approved by Responsible Office 6/20/2023. Approved by Legal 8/16/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government consent agenda. <b>Staff Senate approved 9/6/2023. Student Government approved 9/10/2023. Faculty senate recommended an Ad Hoc committee be formed to work further on this policy at their 11/13/2023 meeting.</b>
12.	<b>325</b>	Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 12/6/2021. Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to this policy to include staff. Faculty Senate input for new business for next meeting. Staff Senate information for consent. Student Government information for consent. Received V2 2/23/2022. Approved by Responsible Office 2/25/2022. Approved by Legal 3/10/2022. Faculty Senate approved 5/9/2022. Staff Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate will discuss with Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Sent V3 081622 to Legal on 8/16/2022. Approved by Legal 12/19/2022. Sent V3 to senates on 12/19/2022. Staff Senate Consent agenda. Student Government consent agenda. Faculty Senate input for new business. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. Emailed President’s office on 3/15/2023. Policy is still under review. Emailed President’s Office on 4/17/2023. Stephanie Wavers indicated policy is still under review. Sent back to Jeff Johnson on 5/11/2023 with suggestions from President. Received feedback from Jeff on 6/6/2023. Sent back to president 6/6/2023. Sent back to Jeff on 8/21/2023 with response from President. <b>Received V4 on 9/12/2023 from Jeff with requested changes from President. Approved by Responsible Office 9/12/2023. Sent to legal 9/12/2023.</b>
13.	<b>326</b>	Academic Misconduct – Canan Bilen-Green   Academic Integrity Committee – V1 08/1/2023. Approved by Responsible Office 8/1/2023. Approved by Legal 8/16/2023. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. <b>Staff Senate approved 9/6/2023. Student government approved 9/17/2023. Faculty Senate approved 11/13/2023. Sent to Provost 11/22/2023. Approved by Provost 11/28/2023. Sent to President 11/28/2023. Approved by President 12/4/2023. Policy manual updated 12/4/2023.</b>
14.	<b>331.1</b>	Course Syllabus – Melissa Lamp and Anastassiya Andrianova – V1 02/17/2023. Responsible Office Approved 3/22/2023. Approved by Legal 3/29/2023. Faculty Senate input for new business. Staff Senate input for new business. Student Government input for new business. Student government approved 4/23/2023. Staff Senate approved 5/3/2023. Faculty Senate approved with changes 5/8/2023. Received V2 from requester 5/8/2023. Sent to Responsible Office 5/12/2023. Approved by Responsible Office 6/2/2023. Sent to Legal 6/2/2023. Approved by Legal 08/16/2023. Staff Senate input for new business. Student Government input for new business. <b>Staff Senate approved 9/6/2023. Student government approved with revisions 9/17/2023. Sent back to requester on 9/19/2023. Received V3 9/19/2023. Sent to Responsible Office 9/19/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023.</b>
15.	<b>335</b>	Academic Integrity in Instructional Contexts – Elizabeth Crawford-Jackson – V1 3/21/2023. Responsible Office Approved 3/22/2023. Sent to Legal 3/22/2023. Sent back to requester with suggestions for change from legal on 3/30/2023. Received V2 03/31/2023. Approved by Responsible Office 6/22/2023. Approved by Legal 08/16/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government Input for new business. <b>Staff Senate approved 9/6/2023. Student government approved 9/17/2023. Faculty Senate approved 9/11/2023. Sent to Provost 11/8/2023. Approved by Provost 11/9/2023. Sent to President 11/13/2023. Approved by President 11/13/2023. Policy manual updated 11/13/2023.</b>
16.	<b>361</b>	Emeritus/Emerita Titles – Shafiqur Rahman on behalf of Faculty Affairs Committee – V1 4/15/2021. Approved by Responsible Office 4/29/2021. Approved by Legal 9/9/2021. Faculty Senate input for new business. Staff Senate input for new business. Student Government approved V1 on 11/7/2021. Staff Senate requested further clarification. Email sent to Jeff Johnson/Canan Bilen Green 11/8/2021. Emailed Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate approved V1 with revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change. Received V2

		12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestions for change on 4/13/2022. Sent back to policy requester on 4/14/2022 with a memo from the Responsible Office with further explanation for the requested changes. Faculty Affairs committee agreed to the proposed changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Legal on 8/4/2022. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate input for new business for December 12 meeting. Faculty Senate approved with changes on 12/12/2022. Received V4 on 12/13/2022. Sent to Responsible Office 12/13/2022. Approved by Responsible Office 1/4/2023. Approved by legal 1/5/2023. Staff Senate consent agenda – 2/1/2023. Student Government consent agenda - 1/22/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Sent to Provost 4/24/2023. <b>Approved by Provost 9/9/2023. Sent to President 9/12/2023.</b>
17.	<b>503</b>	Receipting – Carrie Petersen - V1 02/28/23. Approved by Responsible Office 3/3/2023. Approved by Legal 3/8/2023. Faculty Senate consent agenda. Student Government consent agenda. Student government approved 3/26/2023. Staff Senate consent agenda 4/11/2023. Staff Senate approved 4/11/2023. Sent to Provost 4/24/2023. <b>Approved by Provost 9/9/2023. Sent to President 9/12/2023. Approved by President 9/13/2023. Policy manual updated 9/14/2023.</b>
18.	<b>601</b>	Rights and Responsibilities of Community: A Code of Student Conduct – Emily Frazier/Matt Diischer – V1 07/03/2023 - Interim policy requested. Approved by Responsible Office 7/11/2023. Approved by Legal 7/11/2023. Approved by President 7/13/2023. Policy manual updated with interim policy 7/14/2023. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government input for new business. <b>Student Government approved on 8/27/2023. Staff Senate approved 9/6/2023. Faculty Senate moved to unfinished business for December meeting.</b>

**Policy Revisions Completed:**

1.	<b>128</b>	Timekeeping for Hourly Employees: President approved 10/24/2023. Policy manual updated 10/24/2023.
2.	<b>129</b>	Salary Administration Policy: President approved 9/13/2023. Policy manual updated 9/14/2023.
3.	<b>130</b>	Annual Leave: President approved 10/24/2023. Policy manual updated 10/24/2023.
4.	<b>156</b>	Discrimination, Harassment, and Retaliation Complaint Procedures: President approved 9/13/2023. Policy manual updated 9/14/2023.
5.	<b>164</b>	Emergency Procedures: President approved 10/24/2023. Policy manual updated 10/24/2023.
6.	<b>304</b>	Academic Staff and Executive/Administrative Positions - Procedures for Filling: President approved 10/24/2023. Policy manual updated 10/24/2023.
7.	<b>326</b>	Academic Misconduct: President approved 12/4/2023. Policy manual updated 12/4/2023.
8.	<b>335</b>	Academic Integrity in Instructional Contexts. Policy manual updated 11/13/2023.
9.	<b>503</b>	Receipting: President approved 9/13/2023. Policy manual updated 9/14/2023.

**Housekeeping Changes Completed – FYI Only:**

1.	<b>347</b>	Institutional Biosafety Committee - Kristy Shirley. Updated contact information and website/email address in Section 4. Policy Manual Updated 9/7/2023.
2.	<b>334</b>	Student Travel Policy – Melissa Lamp. Updated URL’s (Notification and travel forms). Policy manual updated 10/16/2023.

**Discussion Items/Announcements:**

**Next Meeting:**

January 9, 2024, 3 pm, President's Conference Room